

**Minutes of the IT Investment Board Finance Sub-Committee**  
**May 19, 2004**  
**Virginia Information Technologies Agency**  
**Executive Conference Room**  
**110 South Seventh Street**  
**Richmond, Virginia**

**Members Present**

Scott Pattison (Chairman)  
Dr. Mary Guy Miller (via teleconference)  
Walter Kucharski (ex-officio)

**VITA Staff**

Mr. Lem Stewart, CIO of the Commonwealth  
Austin Matthews, CFO

**Call to Order**

The Chairman called the meeting of the Virginia Information Technology Investment Board Finance Sub-Committee to order at 2:00 PM. Chairman Scott Pattison and Mr. Kucharski were in attendance at the meeting and Dr. Mary Guy Miller participated via teleconference.

**Approval of Minutes**

Chairman Pattison made a motion that the Minutes of the March 31, 2004, meeting be approved. The motion was seconded; and there being no discussion, the Minutes were approved as submitted.

**Finance Report**

Austin Matthews, Chief Financial Officer, presented the VITA May 2004 Finance Report to the Committee. The Report provided information on the following topics: JLARC submission update; savings methodology and MEL transfer status; savings update; Federal transition issues and third quarter financial review. Committee members discussed the Report and provided feedback on selected topics. Changes were requested to the quarterly financial report format that will be made for the 2005 fiscal year data.

**APA Action Plan Update**

Austin Matthews presented an update on the summary action plan in response to the Auditor of Public Accounts Special Report dated December 15, 2003. He reviewed the items that had a status change since the last Finance Sub-Committee Meeting held March 31, 2004.

### **ITIB/CIO/VITA Mandatory or Projected Dates and Deliverables**

Austin Matthews presented to the Committee a timeline covering the period of time from June 1, 2004, through July 1, 2005, reflecting ITIB, CIO and VITA mandatory or projected dates and deliverables. The chart was reviewed and discussed.

The Committee members commended Lem Stewart, CIO of the Commonwealth, and his staff for the hard work which has been done in regards to the collection of data, report preparation and information provided as VITA moves forward.

### **Other Business**

Mr. Kucharski brought up SAS 70 and other future APA audits/reviews and discussion ensued on whether and how these reviews should be brought to the ITIB. Decisions were made that these would be brought to the Finance Committee to decide the disposition of each.

Chairman Pattison asked if there was other business to be brought before the Committee. No one brought forth any other business.

### **Public Comment**

Chairman Pattison asked if there were any public comments and no public comments were made.

### **Adjourn**

There being no further business, Chairman Pattison adjourned the meeting at 2:50 PM.